

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –
Laundry, Food and Supply

SALARY GROUP: B21

DEPARTMENT: Laundry, Food and Supply

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Ronald A. Hudson DATE: 07/07/2015

POSITION #: 009068

I. JOB SUMMARY

Performs highly complex administrative and supervisory work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates program operations; develops and implements program guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
- B. Establishes program goals and objectives; prepares and reviews reports on the effectiveness of program activities; and oversees and conducts special investigations and program analyses to recommend improvements.
- C. Conducts an annual assessment of program needs; develops unit necessities and baselines; prepares and evaluates program budget requests to include program supplies, products, and equipment; and prepares and oversees the preparation of program correspondence and reports.
- D. Confers with departmental and program staff on program problems and issues; and provides training and technical assistance in the program area.
- E. Plans, assigns and supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Hotel or Restaurant Management, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

Equivalent technical or trade school courses in the field of culinary, hotel, or restaurant management may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Seven years full-time, wage-earning laundry or food service administration, inventory management, program administration, or program evaluation experience.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Correctional food service or institutional laundry experience preferred.
5. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to develop and evaluate program goals, objectives, and procedures.

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Page 3 of 3

8. Skill to oversee program activities.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in public address.
12. Skill to review technical data and prepare technical reports.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.